



Town of Kennebunkport Building or Growth Management Permit Application

FOR OFFICE USE ONLY

Zone _____ Map _____ Block _____ Lot _____

Growth Area Permit # _____
Rural Area Permit # _____
Transition Area Permit # _____

Property Owner _____ Phone _____

Issue Date _____

Property Address _____

Time _____

Owner's Mailing Address _____
Email Address _____

Fee _____

Contractor _____ Phone _____
Email Address _____

Approved By _____

Contractor's Address _____

Building Permit # _____

Issue Date _____

Proposed Use _____ Historic Building? _____
What Year _____

Fee _____

Approved By _____

New Construction

Provide Detailed Plans and Plot Plan
Project Description

Estimated Project Cost _____

Number of Stories

Present _____

Proposed _____

Height of Building

Present _____

Proposed _____

Number of Bathrooms

Present _____

Proposed _____
Full Half

Number of Bedrooms

Present _____

Proposed _____

Year Round Use _____

Seasonal Use _____

***Proposed = Total, Existing + Requested**

Type of Water Supply:

_____ Private

_____ Public New or Existing

Type of Sewage Supply:

_____ Private _____ # of bedrooms

_____ Public

POSSIBLE ADDITIONAL PERMITS, APPROVALS AND INSPECTIONS REQUIRED

- ☐ Plumbing ☐ Army Corp. of Eng.
☐ Septics/HHE200 ☐ Fill
☐ Planning Board ☐ Road Opening
☐ Zoning Board ☐ Fire Administration
☐ D.E.P.

Special Zones

- ☐ Shoreland
☐ Wetland
☐ Flood Zone
☐ Sand Dune
☐ Resource Protection

DIG SAFE 1-888-344-7233**PROPERTY INFORMATION**

Frontage _____ Feet

☐ Non-ConformingSetbacks ☐ Non-Conforming

 Front R Side L Side Rear

Lot Size ☐ Non-Conforming
 (in Sq. Ft. or Acres)

Lot Coverage (Percentage of lot covered by structures)
Shoreland Zone also includes all non vegetative areas.

Present _____

Proposed _____

Zone % _____

More Than One Use Existing on the
 Property – Accessory Use:

☐ Non-Conforming _____

How Many Dwelling Units are Presently
 Existing on the Lot _____

Total Square Feet of All Buildings

Present _____

Proposed _____

Number of Off Street Parking Spaces

Present _____

Proposed _____

Building permits do not include plumbing, septic or commercial electrical work. Building permits are valid for **TWO YEARS**. Any false information may invalidate a building permit and stop work. Inspections **MUST** be done to ensure compliance with State and Town regulations.

 Applicant

 Date

INFORMATION REQUIRED FOR
BUILDING PERMIT/ GROWTH MANAGEMENT PERMIT
Town Of Kennebunkport, Maine

1. Building Permit Application, completed fully and signed.
2. Recorded Deed or proof of ownership (If ownership has changed w/in past 6 months).
3. If applicant is other than owner, a signed letter of authorization from owner.
4. Plot plan or survey to scale showing: set backs, wetlands, shape & dimensions of lot, size & location of all buildings, structures, water bodies and other significant features currently existing on the lot.
5. Where applicable, the location of soils test pits, reserve disposal areas, subsurface sewage disposal systems, parking lots and driveways, signs, buffer strips and private wells.
6. Detailed construction plans, drawn accurately to scale **MUST BE INCLUDED**. Plans must be designed to meet Maine Uniform Building & Energy Code.
7. Radon Mitigation Plan (if applicable) to scale must be included by registered radon mitigation contractors.
8. Show ALL types of lot coverage including but not be limited to: sheds, pools, patio, walkway, etc. If unsure what constitutes, lot coverage, please ask.
9. Septic plan (must be less than 2 years old) OR Sewer Connection Application completed and approved by Sewer Superintendent Allan Moir (967-2245)
10. Department of Environmental Protection Permit, if required
11. Does project include any asbestos or lead paint removal? If so, provide separate description and contractor details.
12. Zoning Board of Appeals and/or Planning Board Approval, if needed.
13. Completely filled out Curb Cut Application signed by Police Chief & Highway Superintendent; be sure to include your name, address, property address, etc. Curb cut is not required for private roads. State roads require MDOT approval.
14. Form 1190 from Central Maine Power.
15. Maine Chimney Installation Disclosure, if needed.

The Code Enforcement Office will notify you within 20 days of receipt of your application whether it has been deemed complete, has been denied or requires additional information.

Date _____

BUILDING PERMIT DENIAL

Name _____

Address _____

Please be advised that your recent application for a building permit must be and hereby is denied. The application is denied per Section _____ of the Kennebunkport Land Use Ordinance, which states:

You have the right to appeal this decision to the Kennebunkport Zoning Board of Appeals. An Appeal must be made within thirty (30) days on forms provided by the Town and filed with the Deputy Town Clerk.

Sincerely,

Code Enforcement Officer